

Building and Inspection Checklist

A permit must be issued prior to commencement of construction activity of any kind, site grading and driveways included. Two full sets of plans must be submitted to codes staff for building plans review. Below are the checklist items to be completed prior to receiving a Certificate of Occupancy (CO) – note that additional items may be required:

- ✓ Contact Town of Louisville administration for appropriate planning/permitting process.
- ✓ Submit site and building plans to Louisville Planning Commission (LPC) for review (if

applicable);

- ✓ Revise submitted plans, as required by LPC and Design Review Board;
- ✓ Receive approval from LPC (if applicable);
- ✓ Obtain official address from the Louisville Post Office;
- ✓ Secure building permit;
- ✓ Call Tennessee 811 before grading/digging.
- ✓ Contact the Blount County Department of Environmental Health regarding sewage

disposal system; contact: Gary Ferguson (865) 681-9502

- ✓ Request new electric and water services from appropriate utilities;
- ✓ Locate building(s) corners to verify minimum yard requirements (setbacks);
- ✓ Schedule footing inspection – footing must be clear and dry, undisturbed earth, steel

reinforcement placed and supported with “chairs” or masonry brick;

- ✓ Schedule plumbing (under-slab) inspection, if concrete is to be placed over pipes – each portion must have pressure test;
- ✓ Schedule trade rough-in inspections for electric, plumbing and gas/mechanical with pressure tests;
- ✓ Schedule framing inspection (prior to installation of any sheathing and sheetrock);
- ✓ Schedule sheetrock inspection if fire rated sheetrock is specified – fire rated sheetrock must be inspected with all fasteners installed, but before taping, and printed rating on the boards must be readable;
- ✓ Schedule grease trap inspection (if applicable);
- ✓ Schedule final plumbing inspection – all fixtures must be in place and operational;
- ✓ Schedule final gas/mechanical inspection – appliances must be connected, equipment operational and ductwork in place and supported per code;
- ✓ Schedule engineering pre-final site and drainage inspections;
- ✓ Schedule pre-final site inspection (i.e. landscaping, parking: parking to include appropriate vehicular and pedestrian pavement markings and etc.);
- ✓ Schedule final building, fire, electric, and site inspections;
- ✓ For signage, a permit will be required prior to installation by LPC.
- ✓ Request a Certificate of Occupancy (CO) upon completion and approval of all trade and departmental inspections, verification of Minimum Yard Requirements (setbacks) and meeting all other Town requirements. No building or structure shall be used or occupied, and no change in the existing occupancy classification shall be made without first obtaining a Certificate of Occupancy (CO).